



U.S. GOVERNMENT

PURCHASE ORDER-INVOICE-VOUCHER

Anyone who finds this booklet, please notify:

OFFICE:

SAMPLE ONLY

TELEPHONE NUMBER:

INSTRUCTIONS

(This form is for official Government use only)

1. Filling in the Form

(a) All copies of the form must be legible. To insure legibility, indelible pencil or ball-point pen should be used. SELLER'S NAME AND ADDRESS MUST BE PRINTED.

(b) Items ordered will be individually listed. General descriptions such as "hardware" are not acceptable. Show discount terms.

(c) Enter project reference or other identifying description in space captioned "PURPOSE." Also, enter proper accounting information, if known.

2. Distributing Copies

Copy No. 1 -- Give to seller. It is for his use as the invoice or as an attachment to his commercial invoice.

Copy No. 2 -- Give to seller for his record of the order.

Copy No. 3 --

(1) On over-the-counter transactions where delivery has been made, complete receiving report section and forward this copy to the proper administrative office.

(2) On other than completed over-the-counter transactions, forward this copy to location specified for delivery. (Upon delivery, receiving report section is to be completed and this copy then forwarded to the proper administrative office.)

Copy 4 -- Retain in the book, unless otherwise instructed.

3. When Paying Cash at Time of Purchase

(a) Enter the amount of cash paid and obtain seller's signature in the space provided in the Seller section of Copy No. 1. If seller prefers to provide a commercial cash receipt, attach it to Copy No. 1 and check the "paid in cash" block at the bottom of the form.

(b) Distribution of copies when payment is by cash is the same as described above, except that Copy No. 1 is retained by Government representative when cash payment is made. Copy No. 1 is used thereafter in accordance with agency instructions pertaining to handling receipts for cash payments.

ORDER NO.

PAYEE

[illegible]

PAYEE

DISCOUNT TERMS
% DAYS
DATE INVOICE RECEIVED

RECEIVED BY

DATE

PAYMENT RECEIVED \$	PAYMENT REQUESTED \$
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SELLER	DATE
BY (Signature)	

STANDARD FORM 44b (Rev. 10-83)
PRESCRIBED BY GSA,
FAR (48 CFR) 53.213(c)

ORDER NO.

PAYEE

[illegible]

PAYEE

DISCOUNT TERMS
% DAYS
DATE INVOICE RECEIVED

PURPOSE AND ACCOUNTING DATA

RECEIVED BY

DATE

PAYMENT RECEIVED \$	PAYMENT REQUESTED \$
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NO FURTHER INVOICE NEED BE SUBMITTED

DATE _____

BY
(Signature)

REMARKS

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[illegible]